



Provincial Job Description

TITLE:
(004) Food Services Supervisor

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for the supervision and operation of Food and Nutrition Services.

QUALIFICATIONS:

- ◆ **Food and Nutrition Management diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Interpersonal and communication skills**
- ◆ **Organizational and leadership skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience in a Nutrition and Food Services environment.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises, prioritizes work load, schedules staff and deals with staff payroll issues.
- ◆ Supervises cafeteria, coffee shop and catering.
- ◆ Monitors, documents and communicates staff performance to managers.
- ◆ Conducts interviews and makes hiring recommendations.
- ◆ Maintains records (e.g., staff, inventory).
- ◆ Identifies and provides for staff needs (e.g., orientation, training, education).
- ◆ Assists with staff problem solving/conflict resolution.
- ◆ Participates in incident/injury documentation/reporting process.
- ◆ Provides input into setting goals and objectives for department.
- ◆ Coordinates the development and implementation of standards (e.g., customer service, catering, menus, portion control, pricing and cash management).
- ◆ Provides input into the development of policies and procedures.
- ◆ Ensures staff compliance with regulations, guidelines, policies and procedures (e.g., safe food handling).
- ◆ Conducts meetings and makes presentations.
- ◆ Liaises with other departments, outside agencies, vendors and service providers.
- ◆ Assists with development of department budgets and ensures adherence.
- ◆ Procures, receives, stores and distributes supplies and equipment.
- ◆ Prepares/files invoices and ensures appropriate billing (e.g., catering services).

B. Clinical Nutrition Services

- ◆ Assists with menu planning and recipe modification/development.
- ◆ Plans, monitors and maintains food production and preparation.
- ◆ Prepares and calculates formulas (e.g., tube feeds).
- ◆ Ensures accurate and timely distribution of client/patient/resident meal trays and nourishment (e.g., Meals on Wheels).
- ◆ Responds to client/patient/resident needs and provides education/instruction (e.g., menu choices, diet instruction, discharge diet planning).
- ◆ Checks menus/assists clients/patients/residents with menu marking (e.g., preference and dietary restrictions/tolerances).
- ◆ Completes calorie counts, client/patient/resident screening forms and nourishment analysis.
- ◆ Assists with initial clinical intervention (e.g., swallowing assessment).
- ◆ Provides for and monitors adequate fluid intake for clients/patients/residents.
- ◆ Monitors content of therapeutic diets.
- ◆ Assists clinical dietitians in obtaining clinical data (e.g., laboratory work, weights).
- ◆ Participates in client/patient/resident team conferences.

C. Quality Assurance / Quality Control

- ◆ **Performs Quality Assurance (e.g., food quality).**
- ◆ **Conducts Quality Assurance/Quality Control audits.**
- ◆ **Participates in quality monitoring and improvement activities (e.g., clinical food audits).**
- ◆ **Assists with the detection, analysis and follow-up of food-borne illness (e.g., temperature checks, sanitation codes, retain food samples).**
- ◆ **Reports test results.**
- ◆ **Maintains temperature record logs.**
- ◆ **Tests equipment and maintains records.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of the document must be approved by the Joint Job Evaluation Maintenance Committee.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated this day _____ of _____, 2004.

Finalized: 2004